

Application for 10th Class Marksheet

1. Application for 10th Class Marksheet for College Admission

To,
The Principal,
[Your School's Name],
[Your School's Address],
[City Name], [State Name], [Postal Code].

Subject: Application for 10th Class Marksheet for College Admission.

Respected Sir/Madam,

I, [Your Name], a former student of your esteemed institution, have successfully completed my 10th standard in the academic year [Year of Passing], with the Roll Number [Your Roll Number].

I am writing this letter to request you to issue my 10th Class Marksheet. I have been selected for admission in [College/University Name], where I aspire to continue my higher studies. However, as part of their admission process, I am required to submit my 10th Class Marksheet for verification.

I kindly request you to issue my Marksheet at the earliest convenience. I assure you that the document will be used for a genuine purpose and it is of utmost importance for my future education.

Please let me know if there are any formalities or procedures that I need to complete from my end. I am willing to come to the school and collect the Marksheet in person if required.

Thank you for considering my application. I look forward to your positive response.

Yours Sincerely,

[Your Name],
[Your Contact Information],

[Your Address].

Date: [Date of Writing the Letter].

2. Application for Duplicate 10th Class Marksheet Due to Loss

To,
The Principal,
[Your School's Name],
[Your School's Address],

Subject: Application for Duplicate 10th Class Marksheet Due to Loss

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, am writing this letter to inform you about the unfortunate loss of my original 10th class marksheet. I studied at your school in the academic year [Year of Passing], in section [Your Section], with roll number [Your Roll Number].

It is with great regret I inform you that I have misplaced my original marksheet and despite numerous attempts, I have not been able to locate it. The loss of this crucial document is causing me significant inconvenience as it is required for various educational and professional purposes.

Therefore, I humbly request you to issue a duplicate marksheet at the earliest. I understand the procedure involves certain formalities, and I am prepared to provide any additional information or documentation that may be required.

I sincerely apologize for any inconvenience this might cause to the school administration. I assure you, I will take utmost care in handling such important documents in the future.

Thanking you in anticipation.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]
[Current Date]

3. Application for Correction in 10th Class Marksheet

To,
The Principal,
[School's Name],
[School's Address],
[City],
[Date]

Subject: Application for Correction in 10th Class Marksheet

Respected Sir/Madam,

I humbly write this letter to bring your kind attention towards an error I have noticed in my 10th Class marksheet. I, [Your Full Name], a former student of your esteemed institution, have discovered an incorrect entry in my marksheet.

My roll number is [Your Roll Number] and I appeared for the 10th standard board examinations in the academic year [Year of Examination]. Upon receiving my marksheet, I noticed that there is a mistake in my [Specific Subject] marks. The marksheet shows [Incorrect Marks] while, according to the answer sheet that I received after revaluation, I obtained [Correct Marks].

I kindly request you to look into this matter and initiate the necessary process for the correction of the same. I am enclosing a copy of the revalued answer sheet for your reference.

I apologize for any inconvenience this may have caused and I greatly appreciate your help in correcting this error at the earliest as it is crucial for my future academic pursuits.

Thank you for your understanding and support in this matter.

Yours faithfully,
[Your Full Name],
[Your Contact Information]

4. Application for Reissuance of 10th Class Marksheet with Updated Information

To,
The Principal,
[Your School Name],
[Your School Address],
[City],
[State],
[Pin Code]

Subject: Request for Reissuance of 10th Class Marksheet with Updated Information

Respected Sir/Madam,

I, [Your Full Name], a former student of your esteemed institution, would like to bring to your kind attention that I have passed my 10th standard in the academic year [Year of Passing].

I am writing this letter to request the reissuance of my 10th Class Marksheet, as I have noticed a mistake in the original one. The error lies in [mention the error; it could be your name, father's name, date of birth etc.]. Instead of [Incorrect Information], it should have been [Correct Information]. This is causing a hindrance in my further studies/documentation processes and thus, it is crucial for me to get this updated.

I have attached the necessary documents, including a copy of the original marksheet, proof of the correct information, and any other required document as per the school's guidelines.

I kindly request you to take this issue into immediate consideration and help me with the reissuance of the corrected marksheet as soon as possible. I apologize for any inconvenience caused due to this error and I am hopeful for your prompt action in rectifying it.

Thank you for your understanding and support in this matter.

Yours sincerely,

[Your Full Name]

[Roll Number]

[Contact Number]

[Email ID]

[Date]

5. Application for 10th Class Marksheet for Scholarship Purposes

To,
The Principal,
[School Name],
[School Address],
[City],
[State],
[Postal Code]

Subject: Application for Issuance of 10th Class Marksheet for Scholarship Purposes

Respected Sir/Madam,

I, [Your Full Name], was a student of your esteemed institution in the academic year [Year-Year], in which I completed my 10th standard. I am writing this letter to kindly request you to issue my 10th class marksheet.

I have been selected for a scholarship based on my academic performance, and the 10th class marksheet is one of the crucial documents required for its processing. The deadline for the scholarship application submission is [Deadline Date], and I am afraid I might lose this valuable opportunity if I fail to submit it on time.

I assure you that the marksheet will be used responsibly and only for the purpose stated above. I understand the significance of this document and the need to preserve it carefully. I request you to guide me through the necessary formalities required for this process, if there are any.

I am hopeful for your kind and prompt assistance in this matter.

Yours obediently,

[Your Full Name]

[Your Roll Number]

[Your Contact Number]

[Your Email Address]

[Date]